

STATE OF MISSOURI
INFORMATION TECHNOLOGY ADVISORY BOARD (ITAB)

JULY 28, 1999

MEETING MINUTES

ATTENDEES:		
Jim Roggero, Chair	Mike Backer	Rich Beckwith
Tony Bedford	Mike Benzen	Karen Boeger
Christy Clark	Carolyn Cook	Lew Davison
Jeff Falter	Jan Grecian	Russell Helm
Gina Hodge	Kim Love	Theresa Luebbering
Bill Perkins	Paul Peterson	Rex Peterson
Jim Poole	Kim Potzmann	Tom Robbins
Frank Schonhardt	Jim Schutt	Larry Seneker
Joe Stevenson	Tom Stokes	Mike Wankum
Bill Wehmeyer	Debbie Wells	Tony Wening
Chris Wilkerson	Mary Willingham	Lanny Wingate
Paul Wright		

Jim Roggero opened the meeting at 8:30 a.m.

ACTION ITEMS

1. Approval of the June 30, 1999, Information Technology Advisory Board Meeting Minutes

Jim asked if there were any additions, deletions or corrections to the minutes of the last meeting; there were none. The meeting minutes from June 30, 1999, are approved as written.

GENERAL BUSINESS

1. CIO Update

Mike Benzen stated some ITAB members had participated in a retreat at the Lake recently. The group completed a basic outline for a strategic plan. Mike hopes to have a draft to distribute to ITAB by the next meeting. This is just the beginning of the process and there will be several opportunities for input by all agencies. Mike also stated that he and John Koskinen will be speaking on Year 2000 in St. Louis tomorrow night. He has sent out an email with the details inviting the ITAB members to attend.

2. Project Management Update

Tom Stokes stated the FY 2001 through 2006 requirements are on the OIT home page now. Policies, guidelines and best practices are listed there also. He provided information on a six-part satellite broadcast that will be at the University of Missouri-St. Louis. He also provided information on Project Management IQ on CD ROM, which is an excellent reference and study guide for Project Management. He will be contacting Boston University on scheduling one more

session of Project Management. He currently has three slots available for the class that will begin sometime around September or October.

ACTION REQUIRED: Agencies to contact Tom to reserve one of the remaining slots for a future Project Management class.

3. SAM II Update

Jim Schutt stated that SAM II is wrapping up the first month of operation. He is very pleased with the operation and project team thus far. The team has been able to resolve many of the minor issues. Major problems experienced have involved the routing software called Workflow. Both systems are being run this month and are working off last fiscal year's payments. This week SAM II is being run during the day and SAM during the evening. Some enhancements are being reviewed for the purchasing area. A version upgrade is coming out in December.

4. Architectural Standards Update

Larry Seneker stated the group had postponed their next meeting until after the strategic planning session. They are expecting more input from Gerry's process with the Department of Justice. They are scheduled to meet again in approximately three weeks.

5. Year 2000 Update

Debbie Wells reported agencies have made progress during the month of June. On the statewide level, we are 90 percent complete and back in production. She distributed a handout detailing this information.

6. Prime Vendor Update

Mike Benzen stated that he had an oversight meeting on this yesterday. The prime vendor costs have been very competitive but due to the requirement to use minority vendors, printers will be purchased through a minority vendor. This will increase the prices approximately five percent on the printers but will meet the required level for minority contracts of 10-11 percent of total contracts. The same printer choices will be available.

7. ITEAC Update

Jim mentioned the open house that was held recently at MOTEC. He expressed appreciation to Bob Whitley, Jim Schutt, Bill Perkins, Mike Benzen, Jan Grecian, Tom Robbins and MOTEC staff for their roles in the creation of MOTEC. Bill stated the first MOTEC steering committee is scheduled for this afternoon at 1:30 p.m. at MOTEC. The ITEAC Committee was assigned the tasks of getting the facility operating and transferring a way of sharing resources and requirements for training. The Committee has completed these functions and will become inactive until future direction is received. Mike Benzen noted the importance of the agencies' attendance at this afternoon's meeting. Jim also gave special recognition to Jan Grecian for all her efforts associated with this Committee. Bill made the motion that the ITEAC Committee become inactive until further tasking received; Chris Wilkerson seconded the motion. The motion was approved unanimously.

ACTION REQUIRED: The ITEAC Committee will become inactive until further direction is provided by ITAB.

8. Web-Based Training Development Software RFP Update

Karen Boeger stated the RFP is still being evaluated. Jim stated that the Committee should reach closure as soon as possible.

9. Internet/MOREnet Update

Tony Wening stated there were no major changes to report.

10. Internet Support and Service Update

Christy Clark stated that MOREnet plans to upgrade application software this weekend. Notifications have been sent out to the agencies. The group discussed spam email received by state employees. Christy stated that OA will assist agencies in backtracking the email to the senders IP address. Jim Proffer is the individual in the SDC to contact relating to this issue.

11. Statewide Purchasing Update

Larry Seneker distributed a list of projects that are being worked by the group. This information will be provided at each meeting. The consulting bid closed yesterday with 39 responses.

12. Personnel Committee Update

The VIT Institute will be holding its second session this week. This is a one week camp for high school juniors and seniors. The feedback from the first session was very good. The IT Coalition now has a web site; the address is www.jcitic.org. The Intern/Recruitment Subcommittee will begin meeting again in August.

13. Assistive Technology Update

Mike met with Diane Golden in Portland, Maine. The issue is that we are required by law to buy software and hardware that is accessible by the handicapped. At this time, there is no specified definition for accessible by the handicapped. A group is being formed among national organizations to define standards for this requirement. He estimated that it will take more than one year to develop the standards and possibly another year or two before it is in place.

14. Review of ITAB Committees/User Groups

Jim again asked the group to review the list and let Carolyn Cook know if the committees/groups are inactive or have disbanded. Some committees do not have any identification associated with them. Either someone will need to be appointed or the situation discussed. Meeting minutes from approximately 18 months ago indicated that all ITAB sponsored committees were to have a representative from ITAB participating in its activities. Rex Peterson indicated that the FOCUS User Group was no longer meeting. Jim stated that ITAB will need to review this and several other committees/groups to decide whether to continue them as a committee, inactivate them, or change their approach. The group agreed to create a possible e-commerce committee. Bill Perkins will chair this committee with assistance from Jim Poole. Jim Roggero, Jan Grecian, Christy Clark will also participate.

Jim mentioned that the scheduling of a separate meeting to discuss personnel issues was discussed at the last meeting. An email was sent out to ITAB members to ask their preference. Ten responses were received – seven positive and three negative. After discussing the issue further, it was agreed not to schedule a special meeting on this topic.

ACTION REQUIRED: ITAB members to notify Carolyn Cook of any changes to the committee listing. Bill Perkins will initiate a committee on e-commerce.

15. GIS Update

Bill Perkins suggested including this item as a regular update for this meeting. Tony Spicci is the new chair and may give the update each month. Jim Poole will be the liaison.

16. Network Study Review and Update

Lanny Wingate stated the bid is out for an IBM network study. This will review the types of networks connecting to the backbone. The first phase involves this review process. The second phase requests a five year plan for what the network will look like and standards for network equipment. At this point, it is uncertain how soon an award will be made. A consultant is being used in order to provide a higher credibility level. The bid was routed to the major players in the state prior to being sent out for bid. Jim Schutt will bring the proposal back to ITAB.

REPORT OF PLANNED/ACTIVE BIDS

There were no reports of planned or active bids presented.

REVIEW OF ACTION ITEMS

1. Agencies to contact Tom Stokes to reserve a slot for a future Project Management class.
2. ITEAC Committee to become inactive until further notice.
3. ITAB members to notify Carolyn Cook of any changes or updates to the committee listing.
4. Bill Perkins will initiate a committee on e-commerce.
5. Mike Benzen, Debbie Wells, Cliff Gronauer and Tony Wening will meet to resolve the broadcast issue and provide an update at the next meeting.

OPEN DISCUSSION

1. General Assembly Voice Broadcast

Mike Benzen stated that Learfield has broadcast the legislative activity as a courtesy in previous years. However, they are now requesting \$500 per participant. ITAB members previously approved the proposal to provide the agencies behind the firewall with access to the broadcast for up to 400 individuals. The proposal was later amended to include state agencies outside the firewall. Hardware is on the server that could manage up to 500 individuals and money is in the budget to purchase the necessary software. The only additional requirement would be the audio feed. The number of complications involved would depend upon the location of the server. The Truman Building network would involve several IP collisions which causes a large number of problems. The ideal location to place the server would be in Columbia. Issues to be considered include the fact that the broadcast system is older. Jim Schutt stated he had discussed this with Dick Hansen previously. Dick had suggested letting the House handle this situation so OA has not acted on this as of yet. Mike stated the first issue involves getting the audio feed to the state agencies and the second issue is how this affects the public. Mike stated that money had been set aside in the Internet budget to cover the costs for the state agencies. He suggested that he, Debbie Wells, Cliff Gronauer and Tony Wening meet to discuss this subject and provide an update at the next ITAB meeting.

ACTION ITEM: Mike Benzen, Debbie Wells, Cliff Gronauer and Tony Wening will meet to resolve the broadcast issue and provide an update at the next meeting.

NEXT MEETING

1. The next ITAB Meeting is scheduled for Wednesday, August 25, 1999, at 8:30 a.m. in the Interpretive Center of the Kirkpatrick State Information Center.

